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COURSES

1962 - 1963






25X1A

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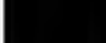




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BUDGET AND FINANCE PROCEDURES

2 Weeks (80 hours)

Prerequisite: Satisfactory completion of Administrative Procedures or Phase II of Operations Support.

For administrative assistants or administrative officers who maintain budgetary, financial and property records at a Class B Station. Covers functions of the Comptroller and the Audit Staff, financial, budgetary and logistical responsibilities of the COS, payments to contract personnel, tax returns, financial phases of project approvals, station funding, administrative plans, fiscal annexes, credit union, and theory of the cost-based budget. Theories developed in the lectures are applied in practical problems on foreign travel, Class B Accounting, and Type II-Field Property procedures.

Scheduled: 1962 - 24 Sep, 3 Dec
1963 - 18 Feb, 29 Apr

CABLE REFRESHER

1 Day (4½ hours)

Course consists of four one-hour lectures, the objectives of which are to indicate how soundly organized and effectively phrased cables can save recipient's time and can reduce cable traffic, to illustrate how the writer's consideration for technical communication matters can reduce traffic, and to present up-to-date information on cable format.

Scheduled: On request.

COMMUNIST PARTY ORGANIZATION AND OPERATIONS

4 Weeks (80 hours)

Prerequisite: Completion of Intelligence Orientation Course (Phase II) or equivalent in headquarters or field experience.

Provides information on organization and activities of Communist Parties outside the Sino-Soviet bloc. The course is introduced by a brief survey of the basic principles of Communist Party organization and the application and development of these principles through the history of the movement. This segment of instruction is followed by an intensive examination of the national and intermediate-level structure and activities (political, mass action, etc.) through which the CPs attempt to exploit their organizational assets to attain immediate and long-term ends. There is an examination of inter-Party relations.

Scheduled: 1962 - 1 Oct, 26 Nov
1963 - 11 Mar, 3 June

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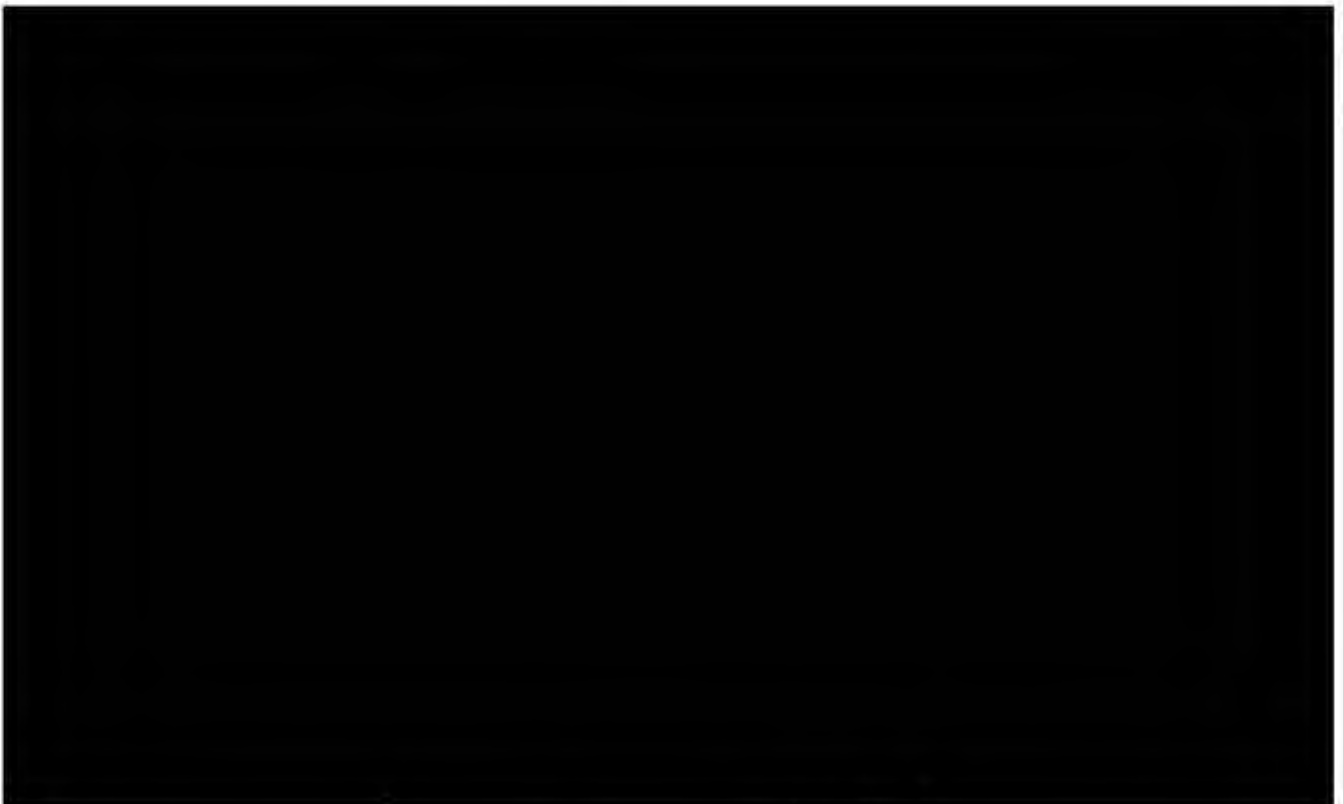
Scheduled: 1962 - 22 Oct
1963 - 25 Feb

EFFECTIVE SPEAKING

6 Weeks (24 hours)

Covers principles of speaking as related to oral presentation of intelligence, including the selection and use of graphic aids. Students prepare short speeches for presentation before the class. Later in the course students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness. 015

Scheduled: 1962 - 10 Sep, 3 Dec
1963 - 11 Mar, 2 Dec



GEOGRAPHY OF THE USSR

6 Weeks (72 hours)

o.k. The objective of the course is to provide a geographic background on, and a detailed visual image of the USSR. The course deals with the physical and cultural geography of the USSR as a whole and with each region in detail. Students work with maps and aerial and ground photographs to provide the visual image of each region. In addition to reading sections of selected textbooks, students read classified intelligence reports and use classified aerial and ground photographs. Films are also shown

Scheduled: 1962 - 8 Oct

INFORMATION REPORTS FAMILIARIZATION

2 Weeks (40 hours)

Primarily for intelligence and administrative assistants under consideration for assignment as junior reports officers or who have field assignments involving responsibility for putting into final form both pouch and cable information reports. Official format as applied to each kind of information report and some of the reasoning behind the development of such format are presented in lectures during the first two afternoons. The rest of the time is for laboratory practice in which students prepare cables and pouch reports.

Scheduled: 1962 - 8 Oct, 26 Nov
1963 - 4 Feb, 29 Apr

INFORMATION REPORTING, REPORTS AND REQUIREMENTS

3 Weeks (120 hours)

Prerequisite: Intelligence Orientation Course or equivalent in headquarters or field experience.

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For [] personnel whose responsibilities are directly associated with reporting of intelligence and operations information. Lectures introduce general principles and official policies and procedures. Practical exercises cover the entire cycle of reporting; that is, getting a general requirement, collecting information, making an operations report, writing a raw information report, and putting the raw report into the finished form.

Scheduled: 1962 - 10 Sept
1963 - 7 Jan, 25 Feb, 1 Apr, 3 June

INSTRUCTOR TRAINING

One Week (40 hours)

Prerequisite: Present or anticipated assignment as an instructor.

Course covers the basic principles of learning and teaching and their application in the classroom, and the techniques in planning

INSTRUCTOR TRAINING (Cont.)

segments of instruction and full courses. Students are given opportunity to prepare and present a lesson before members of the class and in presentation use a method of instruction required of them in their assignment. These methods include lectures, demonstration, problem solving, practical exercises, discussions (conferences, panels, seminars), use of case studies, and role playing. Preparation and use of audio-visual aids are included.

Scheduled on request

INTELLIGENCE ORIENTATION

3 Weeks (120 hours)

(See Introduction to Intelligence and Introduction to Communism)

INTELLIGENCE RESEARCH (MAPS AND PHOTO INTERPRETATION)

5 Weeks (50 hours)

Comprehensive course in use of maps, aerial and ground photography for intelligence purposes. The first phase offers instruction in determining coordinates, time, direction, distance, military grids, terrain profiles, vegetation, and cultural features from maps. Explanation and use of map projections, scale, contours, marginal data, and map indexes are also included. The second phase provides a general introduction to photo interpretation. Students, working with vertical and oblique aerial photography and also ground photography, receive instruction and experience in stereoviewing, in orienting and plotting photography, and in the techniques and processes leading to the identification and measurement of photographic images and the interpretation of the images. Practical instruction includes a flight and industrial tour, giving each student the opportunity to compare his photo interpretation analysis of the facility made from aerial photography with the actual installations on the ground. change

Scheduled: 1962 - 10 Sept
1963 - 4 Mar

INTELLIGENCE RESEARCH TECHNIQUES

4 or 6 Weeks (160 or 144 hours)

Prerequisite: Minimum of six months' experience as an intelligence research analyst.

Course is designed to increase the analyst's capability to perform intelligence research by increasing his proficiency in the use of research facilities and techniques. Each stage in the intelligence research process from the origination of a research topic to writing a skeleton report is covered. Students apply this knowledge to a research project assigned to them by their supervisors. Classwork is

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INTELLIGENCE RESEARCH TECHNIQUES (Cont.)

conducted through reading assignments, discussions, and written assignments and exercises. Discussions emphasize the philosophy of intelligence research, terms of reference, filing systems, repositories of intelligence information, collection programs, analyst's control of his inbox, methods of applying the analytical process to both quantitative and nonquantitative data, and the mechanics of producing a report. Written assignments are given on terms of reference for projects, project work schedules, requirements for collection of intelligence information, proposals for use of consultants, proposals for external research, and a skeleton report which summarizes progress on the student's research techniques. *Final project*
~~dealing with markings, statistics, and traffic analysis.~~

Scheduled: 1962 - 24 Sept

INTELLIGENCE REVIEW

2 Weeks (80 hours)

Prerequisites: Intelligence Orientation Course or five years in KUBARK.

~~An estimate of the world situation is presented as a background against which intelligence activities are directed.~~ Intelligence objectives and requirements and the current status of the intelligence ~~process~~ *profession* are reviewed. Broad categories are those of collection, communications, dissemination, research, and production. KUBARK's development and its present organization are followed by a review of the development and functioning of the intelligence community and the current problems of coordination.

Scheduled: 1962 - 1 Oct
1963 - 8 Apr

INTRODUCTION TO COMMUNISM

2 Weeks (80 hours)

Provides professional employees with an introduction to the doctrine, organization and operations of the Communist movement. Covers an introduction to historical background, development, and organization of the USSR and China. Concludes with a summary of the current status and objectives of the movement.

NOTE: As the second phase of the three-week course on Intelligence Orientation, this course is required for all intelligence officers and other officer personnel concerned with the support of KUBARK activities.

Scheduled: 1962 - 24 Sept, 13 Nov
1963 - 21 Jan, 25 Mar, 6 May, 17 June

INTRODUCTION TO INTELLIGENCE

One Week (40 hours)

This is the first ^{two} ~~three~~ ^{four} ~~week~~ weeks of the Intelligence Orientation. The course is designed (1) to develop understanding of the fundamental concepts of intelligence, the importance of intelligence in the national security framework, and its present responsibilities in support of national policy; (2) to develop understanding of the role of the various intelligence agencies, their interrelationships, and responsibilities within the intelligence community; and (3) to define and describe the functions of KUBARK. O.K.

Scheduled: 1962 - 17 Sept, 5 Nov
1963 - 14 Jan, 18 Mar, 29 Apr, 10 June

KUBARK REVIEW

2 hours

25X1A

This is a monthly briefing designed for all overseas returnees not immediately taking the [REDACTED] Review. Covers highlights in KUBARK's development within the past two years, stressing (1) current status of KUBARK's relationships with [REDACTED] the President's Board, and the Congress; (2) the current organizational structure of KUBARK including personnel and organizational trends. 25X1A

Scheduled: Once a month.
1962 - 10 Jul, 14 Aug, 11 Sept, 9 Oct, 13 Nov, 11 Dec
1963 - 8 Jan, 12 Feb, 12 Mar, 9 Apr, 14 May, 11 June

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Scheduled: 1962 - 15 Oct
1963 - 15 Apr

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MANAGEMENT

2 Weeks (40 hours)

Prerequisite: Present or anticipated managerial assignment, i.e., one involving the management of supervisors or other managers.

The objective is to familiarize managers with the practical aspects of management which can be applied in KUBARK. The underlying assumption of the course is that management development is a process of growth on the job and that the cross-fertilization of leads that occur in the course will aid that process of growth. The course aims to (1) help the manager to better understand his problems, not providing answers but by providing an environment wherein his problems are examined in relation to others; (2) provide a related series of concepts drawn from both KUBARK experience and management theory against which the manager may

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MANAGEMENT (Cont.)

check his own methods; (3) develop a recognition that management problems are parallel throughout KUBARK; (4) orient managers toward an understanding of the relationships between management and substantive activities in KUBARK.

Scheduled: 1962 - 10 Sept, 14 Oct (Sunday)	for GS-14 up
3 Dec	for GS-11 to -13
1963 - 4 Feb, 15 Apr	for GS-14 up
4 Mar, 10 June	for GS-11 to -13

OPERATIONS FAMILIARIZATION

6 Weeks (240 hours)

Prerequisite: Intelligence Orientation Course or equivalent in headquarters or field experience.

For operations personnel and other officers whose responsibilities in support of operations require familiarization with case officer functions and operational programs. The purpose of the course is to give basic understanding of the fundamentals of clandestine operations and a familiarization with basic techniques and methods of operation used by the field case officer.

Scheduled: 1962 - 17 Sept
1963 - 11 Mar

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SUPERVISION

2 Weeks (40 hours)

O.K. Familiarizes first-level supervisors with the responsibilities and characteristics of first-level supervision. Particular emphasis is on problems of person-to-person relationships as the supervisor meets them in his responsibilities for planning, communicating, training and disciplining. Selected aspects of organization, leadership, and control are also examined. Presentations are offered at the GS-5 through GS-9 and the GS-10 and above levels so that supervisors in each group level can work together.

Scheduled: 1962 - 24 Sept (GS-11 - 12), 29 Oct (GS-5 - 9)
1963 - 25 Mar (GS-11 - 12), 14 Jan, 6 May (GS-5 - 9)

25X1A

TYPING FOR PROFESSIONALS - BASIC

6 Weeks -(30 hours)

The objectives are for professional personnel to learn the typewriter keyboard and to acquire as much speed and accuracy as possible. Lectures and demonstrations are given to introduce the keyboard and to teach correct typing techniques and typing shortcuts. The student applies this instruction on exercises, problems, and timed writing. O.K.

Scheduled on request

25X1A

25X1A

USSR BASIC COUNTRY SURVEY
2 Weeks or 10 Weeks

For all personnel whose work requires a basic and comprehensive knowledge of the Soviet Union. The course includes a brief study of Czarist Russia, with an emphasis on conditions which led to revolution, and on significant developments within the USSR since the Communist seizure of power. Major emphasis is on current conditions and developments -- political, economic, geographic, social, and military.

Scheduled: 1962 - 29 Oct
1963 - 23 Apr, 29 Oct

USSR: Geography of
(See Geography of the USSR)

WRITING WORKSHOP - BASIC
4 Weeks (28 hours)

Brief review of the basic principles of grammar and rhetoric with emphasis on elements of sentence and paragraph structure. A greater part of the course time is spent in writing exercises and in the instructor's analysis and critique of a student's writing.

Scheduled: 1962 - 10 Sept
1963 - 5 Feb, 13 May

WRITING WORKSHOP - INTERMEDIATE
4 Weeks (28 Hours)

Prerequisite: Satisfactory completion of Writing Workshop (Basic) or tested writing competence.

Study and practice of the principles of good intelligence writing. Stresses clarity and accuracy of written expression and logical structure in written composition. For a greater part of the course the student practices composition and the instructor analyzes the student's work.

Scheduled: 1962 - 20 Nov
1963 - 12 Mar

LANGUAGE TRAINING

Language courses range from orientations to comprehensive study, full-time and part-time, at the basic and the intermediate levels. The length of full-time basic courses varies from 20 - 48 weeks. Instruction is approximately 10 weeks for the intermediate level. Part-time courses are conducted two hours a day, three to five days a week, and usually run 30 to 40 weeks.

There is a non-duty hours program in which classes meet five hours a week, mornings or evenings, for twenty weeks. This is the Voluntary Language Training Program, conducted on a semester basis, beginning in March and September each year.

Tutorial instruction may also be provided.